



**CITY OF ST. LOUIS
DEPARTMENT OF FINANCE
OFFICE OF THE SUPPLY COMMISSIONER**

**FREDDIE L. DUNLAP
SUPPLY COMMISSIONER**

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MAYOR**

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ST LOUIS MO 63103
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**ADDENDUM NO. 1
BID OPENING: APRIL 23, 2013**

TO: ALL BIDDERS
FROM: JOHN CASSIDY, BUYER
DATE: APRIL 15, 2013
RE: RFQ 12713Q0026

This addendum is issued prior to bid opening to provide information based on a question received.

Question: What is the number of copies per month in color and black & white.

Answer: Approximate number of copies per month: Color is 1,000 and Black & White is 4,500.

Please note the department will require delivery of this copier on April 30, 2013 but no later than May 3, 2013.
State your best guaranteed delivery after receipt of order as it may be a factor in making the award.

Best guaranteed delivery: _____

All bidders must attach this form to the original Bid/Quote Form. This completed, signed form will serve as acknowledgement that revised information has been received and the Bidder's bid is based on the revised additions.

ADDENDUM RECEIVED AND ACKNOWLEDGED

Name of Firm

Representative

Signature

Date